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
MEMORANDUM FOR: Director of Personnel

SUBJECT : Two Proposals Relating to Lapses in Hospitalization Insurance

1. It has been the experience of FE Personnel that many persons in the field do not exercise sufficient personal care in the matter of their hospitalization insurance. In most cases, persons going overseas have the opportunity of arranging for payroll deductions to pay this insurance expense. There are some, however, who by personal choice or by reasons of cover salary either elect not to, or cannot, arrange for such deductions. Of this segment of employees, there are some who soon forget to make monthly payments by personal check, and thus their insurance coverage is jeopardized. Recently we have had to send a number of dispatches and a few cables to the field to remind persons to make monthly payments or to face the loss of insurance. In each of these cases we have had to coordinate with your B.C.D. *personal?*

2. The above experiences have caused us to wonder whether or not your B.C.D. has had a similar experience with other area divisions. If so, we suggest that the Office of Personnel send out to the field a general (e.g. BOOK) dispatch as a reminder on the necessity to make timely payments. It is suggested, also, that when an employee is delinquent in his monthly payments, B.C.D. write the dispatch to the field (FE can supply addresses) on the subject rather than typing the information and routing it to FE where it is re-typed into dispatch form. *yes!*

3. We should appreciate your comments to these proposals.


Acting Chief, Far East Division

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